

## **PUBLIC INVOLVEMENT PROGRAM GUIDELINES**

September 1, 1995  
(Supersedes all previous copies)

It is the policy of the Connecticut Department of Transportation that people be kept informed and involved when STP Urban projects are undertaken. This will be accomplished through a public involvement program conducted by the municipality.

The public involvement program is to begin at the outset of the project, and be well documented. Such a program will include the issuance of a news release, a newspaper advertisement, and a formal mailing to parties affected by the project. These will culminate in an informational meeting at which the community will be given the opportunity to share its concerns with the sponsoring municipality.

News Release: The Municipality is requested to issue a news release based on the attached sample and have it published in local newspapers having a substantial circulation in the project area ten to fifteen days prior to the informational meeting. Also attached is a list of area legislators and agencies who should be sent a copy of the news release to inform them of the project.

Please forward to ConnDOT written notification that the news release was published in area newspapers and sent to all others on the list.

Newspaper Advertisement: The Municipality is requested to publish a newspaper advertisement for the public informational meeting based on the attached sample and have it published in local newspapers having a substantial circulation in the project area. This should be done concurrently with the news release.

Please forward to the Department written notification that the advertisement was published in area newspapers and sent to all others on the list.

Formal Mailing: The Municipality is also requested to do the formal mailing. Attached is a sample letter which can be used to assist the municipality in conducting the mailing.

To fulfill the intent of the Department's public involvement program, the letter is to be sent, at a minimum, to each affected abutting property owner in the project area and to each of the local agencies, commissions, etc., on the attached list. Also, the municipality should send a copy of the letter to any area agency, commission, public advisor group, etc., that may be interested in the project.

The Municipality should verify in writing to ConnDOT that the formal mailing is done, as required by State policy, and provide a list of names and addresses of each abutting property owner and others who are mailed the letter.

Subsequent to the public informational meeting, the municipality will notify the ConnDOT in writing of the results of the meeting. An example of the "Documentation Check List, Public Involvement Program, STP Funds" is attached for your information.

Furthermore, the notification must be accompanied by a resolution from the municipalities governing legislative body supporting the project.

NOTE: After suitable plans are developed which are capable of pictorially explaining to the general public the design under consideration, the ConnDOT's Local Road Section will advise the Municipality of the type of additional public involvement the project will require.

## **SAMPLE NEWS RELEASE**

(City of Town name), **CONNECTICUT** - the **(CITY or TOWN)** of (City or Town name) has a proposed project for the (brief project description). The project is in the concept stage and may be recommended for construction under the Surface Transportation Program administered by the Connecticut Department of Transportation. This project, if supported by the community and (City or Town) officials, will be designed by the (City, Town or State).

It is the (City or Town)'s and the State's policy to keep persons informed and involved when such projects are undertaken. It is important that the community share its concerns to assist in the projects's development. The (City or Town) will conduct an informational meeting on (date, time, and place).

It is planned to (brief description of project).

Based upon a preliminary assessment, the construction cost will be approximately \$ (Dollar amount).

It is anticipated that the Federal Highway Administration will provide 80% of the construction cost with the State providing 20%.

Anyone interested in obtaining further information or providing input may do so by contacting (Name of designated City of Town official).

## **NEWS RELEASE DISTRIBUTION**

Hon. Christopher J. Dodd  
U.S. Senator  
100 Great Meadow Road  
Wethersfield, CT 06109  
1-800-334-5341

Hon. Joseph I. Lieberman, Jr.  
U.S. Senator  
Urban  
1 Constitution Plaza  
Hartford, CT 06103  
(860) 549-8463

Hon.  
U.S. Representative  
Th District  
CT 06

Hon.  
State Senator  
Th District  
CT 06

Hon.  
State Representative  
Th District  
CT 06

Mr. Robert Smith  
Chief  
Bureau of Water Management  
CT Dept. of Environmental-  
Administration Protection  
79 Elm Street – 2<sup>nd</sup> Floor  
Hartford, CT 06106  
(860) 424-3704

U.S. Army Corps of Engineers  
New England District  
696 Virginia Road  
Concord, MA 01742-2751  
(978) 318-8111

Mr. Don Shubert  
CT Construction Industries  
912 Silas Deane Highway  
Wethersfield, CT 06109  
(860) 529-6855

Mr. Raymond Jordan  
Senior Community Builder  
U.S. Department of HUD  
1 Corporate Center – 19<sup>th</sup> Floor  
Hartford, CT 06103  
(860) 240-4800

CT Department of Economic Development  
505 Hudson Street  
Hartford, CT 06106  
(860) 270-8000

Mr. Kipen Kolesinskan  
State Conservationist  
Natural Resources Conservation Service  
344 Merrow Road – Suite A  
Tolland, CT 06084  
(860) 487-4047

U.S. Department of the Interior  
Environmental Project Review  
Custom House, 3<sup>rd</sup> Floor  
200 Chestnut Street  
Philadelphia, PA 19106  
(814) 234-4090

**NEWS RELEASE DISTRIBUTION**

Mr. John Shannahan  
State Historic Preservation Officer  
Historical Commissioner  
59 South Prospect Street  
Hartford, CT 06106  
(860) 566-3005

Mr. Bradley Keazer  
Division Administrator  
Federal Highway  
628-2 Hebron Avenue – Suite 303  
Glastonbury, CT 06033-5007  
(860) 659-6703

CT Council on Environmental Quality  
79 Elm Street  
Hartford, CT 06103  
(860) 424-4000

Department of Transportation  
Office of Communications  
P.O. Box 317546  
2800 Berlin Turnpike  
Newington, CT 06111  
(860) 594-3062

SAMPLE DISPLAY AD

*Everyone Is Invited*

**“OPEN HOUSE”**

PUBLIC INFORMATION MEETING

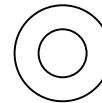
REVISED PLAN FOR  
REPLACEMENT OF RAILROAD BRIDGE  
AND ROADWAY WIDENING  
ON ROUTE 66 (WASHINGTON STREET)  
IN MIDDLETOWN  
FROM 4:00 P.M. – 9:00 P.M.  
(Come anytime at your convenience between these hours)

THURSDAY MAY 27, 1993

WOODROW WILSON MIDDLE SCHOOL  
WILDERMAN’S WAY  
MIDDLETOWN, CONNECTICUT

Residents, business owners and other interested individuals are encouraged to take advantage of this opportunity to discuss the revised bridge design, which has been modified for structural and aesthetic reasons as a result of comments made at an earlier public hearing on this improvement project. The comments received at the hearing were either incorporated into the project or properly addressed.

PLEASE JOIN US ON MAY 27<sup>th</sup>.



Municipal Seal Optional

**SAMPLE LETTER**

**PRELIMINARY NOTIFICATION**

(DATE)

To: (Abutting Property Owners and Those on Enclosed List)

Dear:

Subject: (Project Title)

The (City or Town) of (Name of City or Town) is initiating concept plans to (brief project description).

Based upon preliminary assessment, the construction cost will be approximately \$ (dollar amount).

It is anticipated that the Federal Highway Administration will provide 80% of the construction cost with the State providing 20%.

It is the (City or Town)'s and the State's policy to keep persons informed and involved when such projects are undertaken. It is important that the community share its concerns with us to assist in the project's development.

The (City or Town) will conduct an informational meeting on (date, time, and place). Deaf and hearing impaired persons wishing to attend this meeting and requiring an interpreter may make arrangements by contacting the City or Town at least five working days prior to the meeting.

Anyone interested in obtaining further information, or in providing input, may do so by contacting (name and title of designated municipal official).

Very truly yours,

(Name of municipal official)

(Title)

cc:Mario Marrero, P.E., Supervisor, Project Concept Unit, ConnDOT

IF AN INTERPRETER IS REQUESTED, THE MUNICIPALITY MUST CONTACT  
THE COMMISSION ON DEAF AND HEARING IMPAIRED AT:

141 NORTH MAIN STREET  
WEST HARTFORD, CT 06107  
(860) 566-7414

FOR THE APPROPRIATE SERVICES.



## **DISTRIBUTION - PRELIMINARY NOTIFICATION LETTER**

Official, Planning and Zoning Commission  
Official, Zoning Board of Appeals  
Official, Conservation Commission  
Official, Inland Wetland Commission  
Chief of Police  
Chief of Fire Department  
Superintendent of Schools

**EXAMPLE**  
**DOCUMENTATION CHECK LIST**  
**PUBLIC INVOLVEMENT PROGRAM**  
**STP URBAN FUNDS**

**NOTIFICATION TO INTERESTED PARTIES**

A public involvement session was scheduled for mm/dd/yy at time. Newspaper releases were published in the following newspapers on **mm/dd/yy**(Attachment 1). Display ads appeared in the following newspapers on mm/dd/yy(Attachment 2). In addition, abutting property owners were notified directly by mail(Attachment 3).

**PUBLIC INVOLVEMENT SESSION**

A total of nn persons attended the meeting(Attachment 4). nn persons spoke in favor of the project offering the following reasons for support:

nn persons were in opposition of the project for the following reasons:

nn persons raised the following questions

A total of nn letters were received and are included in Attachment 5.

Council/Board resolution in support of project(Attachment 6).

**ATTACHMENT 1**

**DISPLAY A**

**NEWSPAPER RELEASE:**

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**DATES APPEARED:**

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**ATTACHMENT 2**

**DISPLAY A**

**NEWSPAPER ADVERTISEMENT:** \_\_\_\_\_

**DATES APPEARED:** \_\_\_\_\_

**ATTACHMENT 3**  
**NOTIFICATION TO ABUTTING**  
**PROPERTY OWNERS**

**ATTACHMENT 4**

**PUBLIC INVOLVEMENT SESSION**

**ATTENDANCE LIST**

**ATTACHMENT 5**

**LETTERS RECEIVED REGARDING**  
**THE PROJECT**

**ATTACHMENT 6**

**COUNCIL/BOARD RESOLUTION**



## **SAMPLE RESOLUTION**

Municipal support of proposed project on a municipally-owned road.

### **RESOLUTION**

Reconstruction of   #1   from   #1   to   #1  .

WHEREAS, the   #2   has published a legal notice display ad, mailed a news release to a number of officials and agencies, and mailed a formal letter to abutting property owners, announcing a public informational meeting on the proposed STP Urban Transportation project known as   #3  ; and

WHEREAS, a public informational meeting was held on   #4  , at   #4   from   #4   to   #4   at which meeting residents had an opportunity to voice their concerns; and

WHEREAS, the   #5   has selected this project as a regional priority and has agreed to utilize federal funds for right-of-way and construction activities; and

WHEREAS, the project is located on a municipally owned road, the preliminary engineering phase will be performed by the   #2   or its consultant, utilizing 100%   #2   funds, the rights-of-way will utilize 10%   #2   funds; and

WHEREAS, the   #6   has considered the concerns of the residents from the public informational meeting and finds that the proposed   #3   is in the best interest of the   #2  , and will promote the health, safety and general welfare of its residents and provide for convenience and safety of the motoring public.

WHEREAS the   #2  , based on the above information, and by virtue of this resolution, hereby fully supports the proposed project.

Add appropriate signature block and date line.

#### **KEY TO NUMBERED INSERTS:**

- #1. Location, limits and length of project adequately described.
- #2. Name of the municipality.
- #3. Name of the proposed project and project number if known.
- #4. Date, location and time respectively.
- #5. The appropriate regional planning agency
- #6. Governing legislative body ie: board of selectman, town council.

--municipal owned road resolution-- REVISED: MAY, 1996

## **SAMPLE RESOLUTION**

Municipal support of proposed project on a state road.

### **RESOLUTION**

Reconstruction of   #1   from   #1   to   #1  .

WHEREAS, the   #2   has published a legal notice display ad, mailed a news release to a number of officials and agencies, and mailed a formal letter to abutting property owners, announcing a public informational meeting on the proposed STP Rural Minor Transportation project known as   #3  ; and

WHEREAS, a public informational meeting was held on   #4  , at   #4   from   #4   to   #4   at which meeting residents had an opportunity to voice their concerns; and

WHEREAS, the   #5   has selected this project as a regional priority and to utilize federal funds for right-of-way, preliminary engineering and construction activities; and

WHEREAS, the   #6   has considered the concerns of the residents from the public informational meeting and finds that the proposed   #3   is in the best interest of the   #2  , and will promote the health, safety and general welfare of its residents and provide for convenience and safety of the motoring public.

WHEREAS the   #2  , based on the above information, and by virtue of this resolution, hereby fully supports the proposed project.

Add appropriate signature block and date line.

### **KEY TO NUMBERED INSERTS:**

- #1. Location, limits and length of project adequately described.
- #2. Name of the municipality.
- #3. Name of the proposed project and project number if known.
- #4. Date, location and time respectively.
- #5. The appropriate regional planning agency
- #6. Governing legislative body ie: board of selectman, town council.

state owned road resolution

REVISED: MAY, 1996